



**LIQUOR LICENSE
APPLICATION REQUIREMENTS**
THIS APPLICATION IS SUBJECT TO REVIEW BY THE PUBLIC

CITY OF SAINT PAUL
Department Of Safety and Inspections
8 Fourth St E, Suite 200
Saint Paul, Minnesota 55101-1024
(651) 266-9090 Fax (651) 266-9124
Web: www.stpaul.gov/dsi

**LICENSES ARE NOT TRANSFERABLE
PAYMENT MUST BE RECEIVED WITH EACH APPLICATION**

APPLICATION REQUIREMENTS for ☐ Liquor - On Sale License
 ☐ Liquor - Off Sale License
 ☐ Malt - Off Sale License
 ☐ Malt (3.2) - On Sale License
 ☐ Malt (Strong) - On Sale License
 MUST apply for Wine On Sale License with Malt (Strong) On Sale License
 ☐ Wine - On Sale License

1. Class N License Application must be completed by the sole owner, by each partner, and/or by each person who has interest in excess of 5% in the corporation and/or association in which the name of the license will be issued.
2. Liquor Liability (Dram Shop) Requirements: According to Minnesota Statutes 340.409, an applicant must provide the City of Saint Paul with a certificate of insurance with liability limits of at least:
 - \$50,000 of coverage because of bodily injury to any one person in any one occurrence
 - \$100,000 of coverage because of bodily injury to two or more persons in any one occurrence
 - \$10,000 of coverage because of injury to or destruction of property of others in any one occurrence
 - \$50,000 of coverage for loss of means of support of any one person in any one occurrence
 - \$100,000 of coverage for loss of means of support of two or more persons in any one occurrence

A liability insurance policy must provide that it may not be canceled for any cause, except for non payment of premium, by either the insured or the insurer unless the canceling party has first given 30 days= notice in writing to the issuing authority of intent to cancel the policy.

NOTE: Insurance is not required for applicants who by affidavit establishes that:

1. They are on-sale 3.2 percent malt liquor licensees with sales of less than \$25,000 of 3.2 percent malt liquor for the preceding year
2. They are off-sale 3.2 percent malt liquor licensees with sales of less than \$50,000 of 3.2 percent malt liquor for the preceding year
3. They are holders of on-sale wine licenses with sales of less than \$25,000 for wine for the preceding year

*** Insurance certificates must have the licensed Corporation Name and DBA (Doing Business As), and the licensed business address listed on the certificate. The insurance expiration date must run concurrent with the license. Copies transmitted by fax machine are acceptable. Our fax number is (651) 266-9124.**

3. Cover letter explaining your desire and intent for obtaining the license.

4. Copy of rental lease and/or assignment, as well as a letter of permission from the landlord, to allow this type of licensed business on the premises unless specified in the lease.
5. Copies of the following supporting documents are also required. These documents will be reviewed in your presence and returned after disposition of this application, if requested.
 - Copy of Purchase Agreement and/or Bill of Sale of the business.
 - Copy of Purchase Agreement and/or Bill of Sale of the property.
 - Copy of Articles of Incorporation, as well as minutes of the first corporate meeting, elections of officers, and desire of corporation to enter into business involving sale of liquor.
6. If license is presently being administered by an administrator and/or administratrix, it will be necessary to attach a copy of the Probate Court papers naming the administrator and/or administratrix and allowing the sale of the licensed business.
7. **FOR MALT (STRONG) ON SALE LICENSE**
Letter of request to License Inspector and proof that 60% of sales are for food
8. **FOR LIQUOR OFF SALE LICENSE**
Establishments must be at least 2 mile apart.
9. **FOR LIQUOR ON SALE, LIQUOR ON SALE (CLUB), LIQUOR OFF SALE OR WINE ON SALE LICENSE**
Two (2) original State of Minnesota forms. Refer to enclosed forms.
10. **FOR LIQUOR ON SALE, LIQUOR OFF SALE, OR MALT/WINE ON SALE**
Federal and State Income Tax Returns for the past (3) years.

Note: You will be required to contact the Department of The Treasury, Bureau of Alcohol, Tobacco and Firearms at (612) 290-3496 for forms and information regarding Federal liquor laws and regulations. Or, you can write to the ATF Tax Processing Center (TI), PO Box 145433, Cincinnati OH 45203, for forms and information.

You will also be required to obtain a Buyers Card (\$20.00) through the State of Minnesota, Liquor Control Division at 444 Cedar Street, Suite 100L, Saint Paul, or you can call (651) 296-6430.